

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Agenda

Meeting via Zoom

Thursday, July 15, 2021 @ 7 PM

(ALL ITEMS ON THIS AGENDA ARE SUBJECT TO POSSIBLE ACTION)

Please use the link below to join the webinar:

<https://us02web.zoom.us/j/88262866076?pwd=Yk1CUTE2bXNHU0xBNnIxMlRpSExxUT09>

Or Telephone:

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799

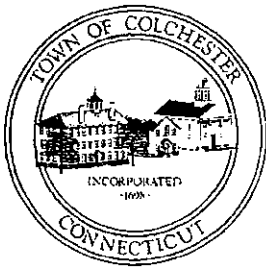
or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 882 6286 6076

Passcode: 048813

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. CITIZEN'S COMMENTS
4. CORRESPONDENCE: NONE
5. CONSENT AGENDA
 - A. Approve Minutes of the July 6 Board of Selectmen Special Meeting
 - B. Memorandum of Agreement with TVCCA for Senior Nutrition Services
6. Annual Contract for Parking for Senior Center Trips at St. Andrews Church
7. Ad Hoc Diversity and Inclusion
8. CITIZEN'S COMMENTS
9. FIRST SELECTMAN'S REPORT
10. LIAISON REPORTS
11. ADJOURN

RECEIVED
COLCHESTER, CT
2021 JUL 14 PM 3:06
Mary Bylone
MARY BYLONE
TOWN CLERK



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectmen

Minutes

Special Meeting via Zoom

Tuesday, July 6, 2021 @ 6:30 PM

Members Present: First Selectman Mary Bylone,
Selectmen Rosemary Coyle, Denise Turner, Denise Mizla and Taras Rudko

Also Present: Brad Bernier, Kate Byroade

RECEIVED
COLCHESTER, CT
2021 JUL - 7 PM 3:35
Mary Bylone
GAYLE FURMAN
TOWN CLERK

1. CALL TO ORDER – First Selectman Mary Bylone called the meeting to order at 6:30 pm.
2. PLEDGE OF ALLEGIANCE
3. CITIZEN'S COMMENTS - NONE
4. CORRESPONDENCE: ATTACHED
5. CONSENT AGENDA

A. Senior Center Requests for Approval of programming contracts

B. Approve Minutes of the June 28 Board of Selectmen Special Meeting

D Turner moved to approve the Consent Agenda, 2nd by R. Coyle. **MOTION CARRIED UNANIMOUSLY**

6. Motion to amend resolution for Fire Apparatus : R. Coyle motioned RESOLVED, That the Board of Selectmen recommends that the Town of Colchester appropriate \$4,500,000 and authorize borrowing in the same amount for costs related to the acquisition of Fire apparatus including three Engine Tanks, one Tanker, and one Tower Ladder. The appropriation may be spent for acquisition and equipment, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project or its financing.

FURTHER RESOLVED, That such recommendation, if approved by the Board of Finance, be presented to a Special Town Meeting to be held at Bacon Academy, 611 Norwich Avenue in the Town of Colchester, Connecticut, on 14 day, July, 2021, at 6:30 p.m., and acted upon at referendum to be held on Tuesday, July 27, 2021 between the hours of 6:00 a.m. and 8:00 p.m. FURTHER RESOLVED, That the aforesaid resolution shall be placed upon the paper ballots or voting machines under the following heading:

"SHALL THE TOWN OF COLCHESTER APPROPRIATE AND AUTHORIZE THE BOARD OF SELECTMEN TO EXPEND A SUM NOT TO EXCEED \$4,500,000 FOR COSTS RELATED TO THE ACQUISITION OF FIRE APPARATUS AND AUTHORIZE THE ISSUANCE OF BONDS AND NOTES TO FINANCE THE PORTION OF THE APPROPRIATION NOT DEFRAIDED FROM GRANTS?"

Voters approving said resolution will vote "Yes" and those opposing said resolution shall vote "No". Electors and persons qualified to vote in town meetings who are not electors will vote at the following polling place: Colchester Town Hall, 127 Norwich Avenue in Colchester. Absentee ballots will be available from the Town Clerk's office.

Selectman@ColchesterCT.gov

860-537-7220

www.ColchesterCT.gov

FURTHER RESOLVED, That the actions of the Town Clerk and any other Town officials in providing notice of the Special Town Meeting and referendum are hereby ratified and confirmed, 2nd by D. Mizla. **MOTION CARRIED UNANIMOUSLY**

7. Approve Minutes of the June 17 Board of Selectmen Regular Meeting – R. Coyle moved to approve the minutes, 2nd by D. Turner. **MOTION CARRIED UNANIMOUSLY**
8. Motion to set new meeting date for Town Budget Meeting and Referendum – D. Mizla motioned to move the proposed Town budget in the amount of \$15, 783,341 to the special budget meeting on Wednesday July 14th at 7:00 pm to be held at Bacon Academy, 611 Norwich Avenue, Colchester, and for a referendum for on the Town Budget on Tuesday, July 27, 2021 between the hours of 6 am and 8 pm to be held at Colchester Town Hall, 127 Norwich Avenue, Colchester, 2nd by R. Coyle. **MOTION CARRIED UNANIMOUSLY**
9. Appointment of Samantha VanZilen as Member to the Youth Services Advisory Board for a term to expire 12/1/2023 – D. Mizla moved to appoint, 2nd by R. Coyle. **MOTION CARRIED UNANIMOUSLY**
10. Appointment of Joseph Mathieu as Blight Hearing Officer with a term to expire on June 15, 2023 – Due to Joseph Mathieu also serving on the Planning & Zoning Commission, the topic of conflicts of interest was discussed. Mr. Mathieu will recuse himself if situations arise that may result in a conflict. R. Coyle moved to appoint, 2nd by T. Rudko. **MOTION CARRIED UNANIMOUSLY**
11. Job Description for Fire Chief – Brad Bernier discussed the development of the new job description to be used in the search for a permanent Fire Chief. It was recommended that the essential functions of the Chief position be expanded to include the need to serve as a Fire Department spokesperson and to drive strategic planning for the department. R. Coyle moved to accept the job description with those additions, 2nd by D. Turner. **MOTION CARRIED UNANIMOUSLY**
12. Fireworks Contract – D. Mizla moved to approve the contract for Legion Fireworks Company to provide fireworks on October 30, 2021, with a rain date of October 31, 2021, at a cost of \$7,150.00, and to authorize the First Selectman to sign all necessary documents, 2nd by T. Rudko. **MOTION CARRIED UNANIMOUSLY**
13. Concession Stand Contract – Anton Smith will come before the Board of Selectmen again when his Chatham Health certificate is received, and the details of his business structure are defined.
14. Discussion and Possible Action on four (4) union contracts:
 - A. Municipal Employees Union "Independent" (MEUI) Local 506, SEIU, AFL-CIO, CLC Representing Town Administrators – **Tabled**
 - B. Municipal Employees Union "Independent" (MEUI) Local 506, SEIU, AFL-CIO, CLC Representing Transfer Station, Parks & Recreation, Highway Crew, Fleet Maintenance and Water Department Employees – R. Coyle motioned to approve contract, 2nd by D. Turner. **Motion carried 4-1 with T. Rudko voting no.**
 - C. Colchester Firefighters Union UPPFA, IAFF, Local# 3831 – D. Turner motioned to approve contract, 2nd by R. Coyle. **Motion carried 4-1 with T. Rudko voting no.**
 - D. Local 1303-254 of Council 4 American Federation of State, County and Municipal Employees AFL-CIO Representing Town Hall Employees – R. Coyle motioned to approve contract, 2nd by D. Mizla. **Motion carried 4-1 with T. Rudko voting no.**

15. Library Internet Safety Policy & CIPA – Discussion and Possible Action – Library Director Kate Byroade discussed CIPA - compliance and internet filtering software that is currently in place. Kate will request a detailed listing of specific categories and levels of restrictions to bring to the Board for further review and discussion at the next meeting.
16. CITIZEN'S COMMENTS - NONE
17. FIRST SELECTMAN'S REPORT – Connecticut is currently #1 in the rate of COVID vaccines administered. There are few remaining restrictions still in place.
In-person meetings are returning, and a hybrid meeting model is being worked on.
The new playground equipment is starting to be installed.
18. LIAISON REPORTS – D. Turner – Ad Hoc Committee for Diversity & Inclusion is preparing its presentation for the Board of Selectmen. They will present on the need for a permanent commission to be established at the next BOS meeting.
R. Coyle – Chatham Health is attending local events and offering vaccinations to anyone eligible who would like one.
T. Rudko – No reports.
D. Mizla – No reports.
19. ADJOURN – T. Rudko moved to adjourn, 2nd by D. Turner. **MOTON CARRIED UNANIMOUSLY.** Meeting adjourned at 7:41 pm.

Submitted By,

Stacey Kilgus, Clerk



Thames Valley Council for Community Action, Inc.

Partnering for Prosperous Communities Since 1965

To: Mary Bylone
First Selectman
Colchester, CT

From: Eugene Theroux
Director of Nutrition Services
Thames Valley Council for Community Action, Inc.
TVCCA Senior Nutrition Program

Re: Memo of Agreement for FY 2021-2022

Hello First Selectman Bylone,

This letter serves as a change in the MOA for FY 2021-2022 to reflect the following:

From July 1, 2021 to June 30, 2022 the monetary reimbursement for the cost of the Site Server's wages and fringe costs will be at the rate of \$15.00/hour for 20 hours a week.

The rate change reflects the Connecticut minimum wage increase effective August 1, 2021 and cost of living wage increase.

Thank you for our continued partnership between Colchester Senior Center and TVCCA. I know the service we provide to the residents of Colchester with the Café meals program at the Senior Center and the Meals on Wheels program that provides meals to our homebound seniors, goes a long way in making their lives more wholesome. With the benefit of a good meal, wellness check and the opportunity of socialization we are working together to reduce individual isolation and help our seniors age in place.

I look forward to questions or further discussions in order to maintain our mutually beneficial relationship.

Sincerely,

Eugene Theroux
TVCCA Director of Nutrition Services

I look forward to questions or further discussions in order to maintain our mutually beneficial relationship.

Administrative Office - One Sylvandale Road, Jewett City, CT 06351 | P: 860.889.1365 F: 860.376.8782
Norwich Office - 401 West Thames Street, Unit 201, Norwich, CT 06360 | P: 860.889.1365 F: 860.885.2738
New London Office - 83 Huntington Street, New London, CT 06320 | P: 860.444.0006 F: 860.444.0059

www.tvcca.org



Memorandum of Agreement TVCCA Nutrition Services

Partner 1: **Thames Valley Council for Community Action, Inc.**
Partner 2: **Town of Colchester/Colchester Senior Center**
Agreement Period: **July 1, 2021 to June 30, 2022**

This Memorandum of Agreement (MOA) is entered into and made effective as of this **1st day of July 2021** (the “**Effective Date**”), by and between **Thames Valley Council for Community Action, Inc. (TVCCA)**, with administrative offices at One Sylvandale Road, Jewett City, CT 06351, and **Town of Colchester**, with administrative offices at 127 Norwich Avenue, Colchester, CT 06415, with respect to specified services to be provided for the **Colchester Senior Center** at 95 Norwich Avenue, Colchester, CT 06415.

I. Purpose and Background

This document outlines the mutually agreed upon responsibilities of **TVCCA** and **Town of Colchester/Colchester Senior Center** to cooperatively coordinate and arrange for a weekday, congregate lunch meal for senior citizens, providing nutrition and socialization to senior citizens living in the town of Colchester, CT, that together will make the partnership a success.

TVCCA is New London County’s private, 501(c)(3) non-profit Community Action Agency. Its mission is to improve the overall well-being of individuals and families in need within its service area by: fostering their self-esteem, respect, independence, confidence, personal growth and self-sufficiency; promoting community awareness, input and ownership of societal problems; and providing a broad spectrum of comprehensive, quality services. When incorporated in 1965, TVCCA operated one program – it now operates 28 programs that serve low-income, at risk individuals and families of all ages.

It is the mission of the **Town of Colchester’s Senior Services Department** to support older adults by providing programs and services designed to promote their independence, health, wellness and overall quality of life. The **Colchester Senior Center** is a community resource dedicated to engaging, enriching and empowering the lives of seniors.

TVCCA and **Town of Colchester/Colchester Senior Center** do mutually agree to the following:

II. Services

Provide all meal components and serve a weekday hot meal to residents 60 years and older.

A. TVCCA agrees to provide the following:

1. Be responsible for providing nutritious congregate lunch meals and all necessary disposable ware (5) days per week (excluding federal holidays).
2. Employ and train a **TVCCA** staff member as Site Server to heat and serve the meals in accordance with all local, state and federal regulations. Training shall be provided at least quarterly.
3. Be responsible for obtaining and managing the contract and billing with Senior Resources Agency on Aging (SRAA) to ensure the service is available to seniors.

4. Secure and maintain all licenses necessary to serve the congregate meal.
 5. Be responsible for the purchase and maintenance of 1 refrigerator to be used by **TVCCA** for the provision of congregate meals at the **Colchester Senior Center**.
- B. Town of Colchester/Colchester Senior Center** agrees to provide the following:
1. Monetary reimbursement for the cost of the Site Server's wages and fringe costs at a rate of **\$15.00/hour from 7/1/2021 – 6/30/2022**.
 2. Space, custodial services, equipment, including maintenance thereof (with the exception of the refrigerator owned by **TVCCA** referenced above), facility maintenance, trash removal, heat and utilities.
 3. A comfortable dining area for meal service with tables and chairs to accommodate all seniors who wish to participate in the congregate lunch meal.

III. Period of Agreement

The **Partners** shall commence performance of this Agreement on the **1st day of July, 2021** and shall continue performance through the **30th day of June, 2022**, unless otherwise specified.

IV. Contacts

Communications should be directed to the following contacts:

TVCCA Program/Activities

Eugene Theroux, Director
 TVCCA Nutrition Services
 860-934-1002
 etheroux@tvcca.org

TVCCA Agreement

Dawn Cwynar, Executive Assistant to Deb Monahan
 Thames Valley Council for Community Action, Inc.
 860-425-6503
 dcwynar@tvcca.org

Colchester Senior Center Program/Activities

Patricia A. Watts, Director of Senior Services
 Colchester Senior Center
 860-537-3911
 pwatts@colchesterct.gov

Town of Colchester Agreement

Mary Bylone, First Selectman
 Town of Colchester
 860-537-7220
 mbylone@colchesterct.gov

V. Reporting

No reporting is required in execution of this Agreement.

VI. Payment for Services

- A. Payment Provisions: **Colchester Senior Center** agrees to pay **TVCCA** for the services provided and as described under this Agreement up to a maximum amount of **\$18,926.50** for serving staff as specified in Section 'II. Services' for the entire Agreement period.
- B. Invoicing: **TVCCA** Accounts Receivable Department shall provide an invoice on a monthly basis to **Colchester Senior Center**.
- C. Payment Schedule: Payment shall be released by **Colchester Senior Center** within thirty (30) days of receipt of invoice.

VII. Program Evaluation and Quality Assurance Compliance:

- A. On-site monitoring of **Colchester Senior Center** by a **TVCCA** Site Manager shall occur quarterly.
- B. The performance of **TVCCA** and **Colchester Senior Center** in the provision of the services specified in Section 'II. Services' shall be reviewed and evaluated at least annually by SRAA staff. Such reviews may be performed by visual safety assessments, examination of client records, service logs, other documents and reports, and a meeting with site staff and/or clients.
- C. Clients shall participate in a satisfaction survey for the Congregate Meal Program provided by **TVCCA**.

VIII. Inclement Weather:

- A. **TVCCA** takes pride in providing services, while ensuring the safety of its staff. In the event of inclement weather, **Colchester Senior Center** shall contact **TVCCA Nutrition Services** the day of by 7:00 am to confirm closing and/or coordinate any changes to meal delivery. Further inquiries may be addressed by calling 860-886-1720.
- B. In the event of inclement weather, **TVCCA** reserves the right to close or delay the opening of the Senior Nutrition Program. Colchester Senior Center Director's contact information has been entered in an "All Call" system. An automated message shall be sent through the All Call system to the center by 7:00 am the day of, stating the status of the TVCCA Senior Nutrition Program.
 1. It is the responsibility of the **Colchester Senior Center** to maintain current contact information, to ensure communication is effective in such situations.

IX. Terms and Conditions

A. Safeguarding Client Information:

Each **Partner** shall safeguard the use, publication and disclosure of information on all applicants for and all Clients who receive Services under this Agreement with all applicable federal and state law concerning confidentiality.

B. Reporting of Client Abuse or Neglect:

Each **Partner** shall comply with all reporting requirements relative to Client abuse and neglect, including but not limited to requirements as specified in C.G.S. §§ 17a-101 through 103, 19a-216, 46b-120 (related to children); C.G.S. § 46a-11b (relative to persons with mental retardation); and C.G.S. § 17b-407 (relative to elderly persons).

C. Indemnification:

1. Each **Partner** shall indemnify, defend and hold harmless the other **Partner**, including its officers, representatives, agents, directors, employees, successors and assigns, from and against any and all claims, liabilities, actions, losses, costs, judgments, fines, amounts paid in settlement or expenses, including without limitation, any reasonable legal, accounting and other expenses of experts or third party professionals for defending any actions or threatened actions, including any appeals, arising from or proximately caused by any act or omission connected with the indemnifying **Partner's** obligations and performance pursuant to this Agreement.
2. Each **Partner's** indemnification obligations under this section are conditioned upon the indemnified **Partner**: (i) promptly notifying the indemnifying **Partner** of any claim in writing; (ii) cooperating with the indemnifying **Partner** in the defense of the claim; and (iii) granting the indemnifying **Partner** sole control of the defense or settlement of the claim.
3. This section is intended to survive the termination or expiration of this Agreement. The obligations contained herein are in no way limited, relieved or abated by reason of any insurance coverage, including as otherwise provided for in this Agreement.

D. Insurance:

Each **Partner** is responsible for maintaining, at its sole cost, adequate insurance providing coverage for any and all: (i) claims by its employees under workers' compensation and state disability acts; (ii) claims for damages due to bodily injury, sickness, disease, or death which arise out of its negligent acts or omissions; and (iii) claims for damages due to injury to or destruction of tangible or intangible property, including loss of use resulting therefrom, which arise out of its negligent acts or omissions.

E. Compliance with Law and Policy, Facility Standards and Licensing:

The **Partners** shall comply with all pertinent federal, state and local laws, OSHA regulations, local health reporting and licensing requirements and supply documentation of such compliance to the relevant Program/Activities Contact as is necessary.

F. Record Keeping and Access:

The **Partners** shall maintain books, records, documents, program and individual service records and other evidence of its accounting and billing procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature incurred in the performance of this Agreement. These records shall be made available upon request for administrative review or audit by authorized representatives of the administering agency. The **Partners** shall retain all such records concerning this Agreement for a period of three (3) years and three (3) months after the end of the fiscal year to which they pertain.

G. Protection of Personal Information:

Each **Partner** shall implement and maintain electronic and physical data security practices for the protection of Personal Information.

H. Non-discrimination:

Colchester Senior Center in accordance with the legal, contractual and moral obligations recognized by and binding upon **TVCCA**, agrees and warrants that in the performance of the Agreement, it too is prohibited from discriminating or permitting discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut.

X. Agreement Amendment and Termination

- A. This Agreement will be reviewed and signed on an annual basis by both **Partners**. This Agreement may only be revised or otherwise altered in any respect upon mutual written agreement, signed by both **Partners**.
- B. This Agreement may be terminated by either **Partner** upon notice in writing at least 60 days prior to the date of termination.

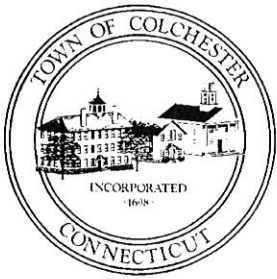
In Witness Whereof, this Memorandum of Agreement was signed by both **Partners** and made effective as of the Effective Date.

Thames Valley Council for Community Action, Inc.

Town of Colchester/Colchester Senior Center

Deborah Monahan 7/1/2021
Deborah Monahan Date
Chief Executive Officer

Mary Bylone Date
First Selectman



Town of Colchester, Connecticut

95 Norwich Avenue, Colchester, Connecticut 06415

Patricia A. Watts, Director of Senior Services/Municipal Agent

MEMORANDUM

To: Board of Selectmen

From: Patricia A. Watts, Director of Senior Services

Date: 7/6/2021

Re: Annual Contract for Parking for Senior Center Trips at St. Andrews Church

Due to the limited availability of parking at the senior center, when out trips are scheduled we need to have our patrons park off-site. St. Andrews Church notified us that as of last year, the Diocese was requiring them to have a formal Facility Use and Indemnity Agreement on file, as well as certification of insurance. Attached, please find the agreement instructions, contract and insurance certificate (through 6/30/2022), as requested. The Director of Senior Services will be responsible for coordinating dates of travel with St. Andrews Church office and ensuring that senior center members park in the very back of the lot, per the instructions of St. Andrews Church.

Recommended Motion

Motion to approve the Facility Usage/Indemnity Agreement with Saint Andrew Parish and the Diocese of Norwich and authorize the First Selectman to sign all necessary documents.

Respectfully Submitted,

Patricia A. Watts

FACILITY USAGE/INDEMNITY AGREEMENT

PARISH: SAINT ANDREW PARISH, COLCHESTER, CT 06415

PARISH is understood to include the Arch/Diocese of DIOCESE OF NORWICH

FACILITY USER: SENIOR CENTER, TOWN OF COLCHESTER

DATES OF FACILITY USAGE: TRAVEL DATES FOR 2021-2022

TYPE OF FACILITY USAGE: PARKING OF CARS IN CHURCH LOT FOR THOSE TRAVELING ON SENIOR TRIP

The above named FACILITY USER agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named FACILITY USER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at the above named PARISH.

FACILITY USER agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. FACILITY USER also agrees to have the PARISH named as an "Additional Insured" on its general liability policy for the DATE(S) OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER'S operations or are brought against the PARISH by FACILITY USERS' employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

If FACILITY USER fails to comply with the above (second) paragraph, then the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named PARISH for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified DATE(S) OF FACILITY USAGE that is brought against the PARISH by the above named FACILITY USER or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents, or the negligence of any other individual or organization. This paragraph does not relieve FACILITY USER's responsibility to comply with the above (second) paragraph.

If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____

(Must be an official agent of FACILITY USER)

NAME (Please print): MARY BYLONE, FIRST SELECTMAN

DATE: _____

Catholic Mutual... “CARES”

FACILITY USAGE/INDEMNITY AGREEMENT

The Facility Usage/Indemnity Agreement must be used when non parish sponsored or affiliated groups use parish facilities on a short-term basis such as one day or a week. The following groups are examples of non-parish sponsored or affiliated groups that should sign the Facility Usage/Indemnity Agreement:

1. Girl Scouts, Knights of Columbus, American Legion or other similar organizations that use parish facilities for meetings or fundraisers.
2. AAU sport teams or non-parish sponsored sport classes/clinics.
3. Parishioner and non-parishioner families that rent or use parish facilities for wedding receptions, family reunions, anniversary parties or other similar activities. (In lieu of signing the Facility Usage/Indemnity Agreement, a parishioner or non-parishioner family would be eligible to purchase “special event” liability coverage through your parish via Catholic Mutual.) Please note that funeral luncheons are parish sponsored events.
4. Any other organization, municipality or county organization that uses parish facilities for a meeting or function that is non-parish sponsored.

The Facility Usage/Indemnity Agreement requires the facility user to provide the parish with a certificate of insurance documenting general liability coverage in the amount of \$1,000,000 per occurrence. This certificate of insurance must name your parish and the Arch/Diocese as an additional insured. It is not adequate to obtain a certificate of insurance, which names the parish as a “certificate holder.”

It is often asked what criteria an organization must meet to be parish sponsored or affiliated. In the event of an insurance claim involving a potential non-parish sponsored activity, the following questions would be asked to further determine if a group was parish sponsored and eligible for insurance coverage:

1. Did the parish have full control over the group or function?
2. Did any costs or fees associated with the function flow through parish accounts?
3. Was the function or group open to all parish members?
4. Was the purpose of the function or group to facilitate learning, raise revenue for the parish or provide a social service on behalf of the parish?
5. Was the teacher or leader of the group a parish volunteer or employee?

In general, a group, which does not meet the definition of an affiliated organization or is unable to answer the above five questions in the affirmative would not be parish sponsored. Accordingly, that group must sign the Facility Usage/Indemnity Agreement and supply the parish with the necessary insurance documentation.

Diversity, Equity and Inclusion Commission Charge

Objective:

The objective of this document is to provide a statement of scope for the Diversity, Equity and Inclusion Commission in their charge to serve as an advisory commission for the mission of increasing awareness of diversity in our town.

Scope:

The Diversity, Equity and Inclusion Commission shall work at this effort with input from the community, the Board of Selectmen and the HR Director.

Work shall include:

1. The commission shall have seven members and two alternates with 3-year terms, who shall strive to advocate for diversity, equity and inclusion in the areas of race, color, national origin, religion, age, sex, sexual orientation, gender identity or expression, disabilities, and income.
2. In the initial start up of the commission, 4 members will hold 3-year terms, 3 members will hold 2-year terms, and alternates will hold 3-year terms. In 2023, or upon renewal, all terms will become 3-year terms.

3. Promote cultural diversity, social equity and a spirit of inclusiveness in Colchester by discovering, bridging, supporting and celebrating the various cultures in our town, including all groups as set forth above.

Work may include:

The commission may partner with organizations locally and regionally to promote progress in diversity, equity and inclusion efforts.

Work does not include:

The commission is not an investigative body for ethics complaints or any other interpersonal or systemic complaint related to Town employees or Town elected/appointed officials. The commission will act in an advisory capacity only with the scope limited to acting as a repository of information related to diversity, equity and inclusion resources.

This commission's work shall be accomplished through the members' outreach to the local community and to state and federal resources.

MOTION: Ask the Board of Selectmen to call a town meeting to approve the creation of a permanent Diversity Equity & Inclusion Commission called CORE (Colchester's Openness to Respecting Equity) as per section c-1001B2 in the town charter.

Ad Hoc Committee for Diversity and Inclusion

Charge: Design and develop the structure and a charge for a formal commission on diversity and inclusion.

The committee identified areas to address

These areas include: housing, transportation, elderly, youth, education, law enforcement, religion, LGBTQ+, physical and mental health, racial and ethnic diversity, employment, and economic development.

The committee interviewed the following:

Shannon Ramsby, Director of Human Resources, Town of Colchester and Colchester Board of Education

- 1) Formulate an Affirmative Action plan since Colchester doesn't have one
- 2) Expand our advertising channels: Middletown, Hartford, and New Britain are in our market, let's advertise here
- 3) Expand the on-boarding training of new employees to include diversity training
- 4) Conduct exit interviews: why do people leave?

Chuck Maynard, President Colchester Business Association

- 1) CBA has no involvement in recruiting businesses, works with businesses as a resource

Are there publications to promote diverse business owners/businesses?

Matt Bordeaux, Colchester Town Planner

- 1) Build a relationship with CBA

incentivize businesses to come...support and promote businesses

- 2) Pedestrian connectivity improvement program

improve the Town Green: benches, lighting, new bus shelter, pedestrian, and bicycle connectivity

3) Encourage "all walks of life" (Matt's words) to engage in the community

4) Make permitting process easier

Matt spoke about various programs:

CTIP (Colchester Tax Incentive Program)

CPACE - administered by CT Green Bank, deals with utilities/energy efficiency

SECTER (Southeast CT Enterprise Region)

5) Colchester needs to have an Affordable Housing Plan by 2022

James Stavola, Chair Colchester Police Commission

1) Need more training regarding implicit bias

2) More clear-cut policy on use of force, de-escalation, more community policing

Patty Watts, Director Colchester Senior Center

1) Age and disability factor into diversity and inclusion

2) The membership of the Senior Center has grown in the last 7 years; we could use more senior housing in Colchester

Committee began to work on the charge for the commission

Committee discussed structure of permanent commission and decided on the number of members

This Diversity, Equity, and Inclusion permanent commission is an advisory group for the town of Colchester. The commission will consist of 7 permanent members and 2 alternates. Citizens will apply to be part of the commission and will be appointed by the Board of Selectmen.

Worked on a name for the commission

CORE:

Colchester's

Openness to

Respecting

Equity

Why does the committee recommend the town move forward a formal commission?

The ad hoc committee sees the commission as an opportunity for Colchester to discover, bridge, support and celebrate the diversity within our community, where all voices are welcome.

Complete/present the charge